

CHIEF, SERVICES BRANCH

20 July 1948

CHIEF, SUPPLY DIVISION

Requisitioning Procedure Chart for Attachment to  
Administrative Instruction.

I have reviewed the proposed requisitioning procedure and the chart attached thereto, and submit the following comments:

a. It is suggested that some other means of presentation be used, such as a flow chart, rather than the procedure chart for the following reasons:

(1) The procedure chart does not explain enough in detail the exact use and flow of the forms involved. It is considered that the flow charts now being prepared by the Property Control Division will outline in greater detail, not only the use of the forms, but their exact flow, in order that the requisitioning offices may fully understand the exact administrative procedure involved.

(2) It is suggested that consideration be given to the preparation and subsequent publication of a Washington manual for Services Branch and a field manual to cover procedures to be followed by the different field installations.

It is considered by this office that such a manual will give better understanding and a concise set of instructions to be followed by all concerned. The use of the manuals will also eliminate considerable questions, not only by telephone inquiry but will eliminate the flow of correspondence from our various field installations.

Comments of the Chief, Property Control Division are also attached for your information.